

Payroll Knowledge Evaluator Order Form

The Payroll Knowledge Evaluator is an online tool that has been designed to gauge an individual's understanding of the Payroll Compliance Professional (PCP) Body of Knowledge. Organizations may wish to purchase multiple evaluators for use in recruiting, employee testing, or other instances. Payroll Knowledge Evaluator purchasers are required to submit the form below so an account can be established and managed for them by **National Payroll Institute** staff. This will allow the initial purchase and all subsequent purchases to stay on the same account, using the same username and password to access the platform. The test is one time use and you will have one month to complete it.

| Payroll Knowledge Evaluator | Fee | Number of PKE | Total |
|-----------------------------|------------------|---------------|-------|
| | \$29.95 + taxes* | | |

Taxes are based on the preferred mailing address

| Price | 5% GST AB,BC,MB,NT NU,SK,YT | 13% HST ON | 5% TPS + 9.975% QST QC | 15% HST NB,NL,NS, PE | Exempt** |
|-----------|-----------------------------------|---------------|------------------------------|-------------------------|-----------|
| \$29.95** | \$31.45 | \$33.84 | \$34.43 | \$34.44 | \$29.95** |

**if your company is GST exempt, a certificate of exemption is required

Organization name (If Applicable): _____

NPI number (if applicable) : _____

PKE Purchaser First Name : _____

PKE Purchaser Last name : _____

Address : _____

Telephone : _____ Fax : _____

E-mail : _____

- ☐ Cheque payable to : National Payroll Institute
☐ Credit card : ☐ VISA ☐ MasterCard ☐ AMEX

Credit card # : _____

Expiry date : _____ / _____
MM YY

Cardholder's name : _____

Signature : _____

• NSF Cheques: A \$25 charge will be applied to cheques that are turned due to "Not Sufficient Funds" (NSF) or stopped payment. National Payroll Institute may withhold further services until payment of the NSF charge is received. PKE test is not refundable.
Privacy Policy: National Payroll Institute does not, sell trade or disclose personal information to third parties. We do however distribute information about products and services, such as legislative updates, events, and professional development programs. If you DO NOT wish to receive such communications from National Payroll Institute, please indicate so below:

☐ I do not wish to receive such information from National Payroll Institute.

Complete this form and mail with payment or fax with credit card payment to:

National Payroll Institute, c/o Accreditation
1600 – 250 Bloor Street East
Toronto, ON M4W 1E6

FAX: 416-487-3384
For assistance email: Accreditation@payroll.ca

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| Payroll Knowledge Evaluator Order Form for Multiple orders |
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Please add the list of Candidates

| Name of the candidate | NPI ID number if applicable | Email address |
|-----------------------|-----------------------------|---------------|
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